

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Assistant Secretary
Office of Civil Rights
CEA LEVEL 1

FINAL FILING DATE: June 5, 2006

SALARY RANGE: \$5768 - \$7324

On July 1, 2005, the Youth and Adult Correctional Agency (YACA) and its subordinate departments were reorganized under the new California Department of Corrections and Rehabilitation. For details of this reorganization and changes, go to www.lhc.ca.gov/lhc.html and refer to the section entitled Governor's Reorganization Plans.

Vision Statement: We will end the causes and tragic effects of crime, violence and victimization in our communities through a collaborative effort that provides:

- **Intervention to at-risk populations**
- **Quality services from time or arrest**
- **Successful integration back into society**

Mission Statement: To improve public safety through evidence-based crime prevention and recidivism reduction strategies.

DUTIES/RESPONSIBILITIES:

Duties include, but are not limited to:

- Oversees and reviews statewide investigations of discrimination complaints, provides advice and counsel on their resolution, acts on behalf of the Secretary in fulfilling the responsibilities of that office relative to charges of discrimination, advises the Office of the Secretary on policy issues relative to the discrimination complaint process.
- Develops the Department's civil rights policies. Provides active staff leadership in the development and implementation of the Department's civil rights program; reports to the Secretary regularly to provide program progress reports, and to actively develop support for the civil rights program.
- Provides staff direction in the coordination and review of the Regional Offices' investigations of formal charges of discrimination and appeals reaching the Secretary's level. Directs separate investigations on sensitive issues; refers potential criminal investigations to the Office of Investigative Services.
- Serves as liaison between the Department and community-based organizations, advocate groups, other State/federal regulatory and enforcement agencies, including the State Personnel Board and the Attorney General's Office, on all civil rights issues.
- Directs and oversees special studies and investigations, responds to legislative and other correspondence and prepares reports relative to civil rights issues.
- Provides information, guidance, and assistance to departmental management on civil rights and diversity issues.
- Assists the Office of Departmental Training in the development of formal civil rights-related training curriculum and Training for Trainers. Evaluates training needs for the Department in the civil rights area and identifies cost effective means for implementing the training.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.)

DESIRABLE QUALIFICATIONS:

- Experience in conducting routine and complex investigations of alleged civil rights violations.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Well developed oral, written, and interpersonal skills to effectively communicate and develop positive and cooperative working relationships with other State/federal regulatory and enforcement agencies such as the Attorney General's Office, State Personnel Board, and Legislature on all civil rights issues.
- Ability to provide leadership and oversight of the Department's civil rights office, and to organize, direct and assign staff in the development and implementation of civil rights policy and programs through training programs.
- Demonstration of sound executive and personnel management leadership skills, flexibility, and practices for providing executive advice, consultation and decision-making to departmental management.
- Experience in performing high administrative and policy influencing functions as it relates to the civil rights program at CDCR.
- Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Program Administrators, Superintendent of Correctional Education Programs, or Parole Administrator I.

KNOWLEDGE AND ABILITIES:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the

Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.

2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

EXAMINATION INFORMATION:

This examination will consist of an interview by an executive panel. Candidates' must submit a Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, which will be utilized as an informational document by the executive panel. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and/or resume that clearly addresses your experience and job titles, name and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length and no less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Assistant Secretary, Office of Civil Rights, CEA Level I vacancy. For further information regarding this position, please contact Michelle Hagan at (916) 323-2122.

FILING INSTRUCTIONS:

A Standard State Application (For 678) and Statement of Qualifications must be submitted and postmarked by June 5, 2006 to Michelle Hagan, Executive Recruitment and Appointments, PO Box 942883, Sacramento, CA 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, CA. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.